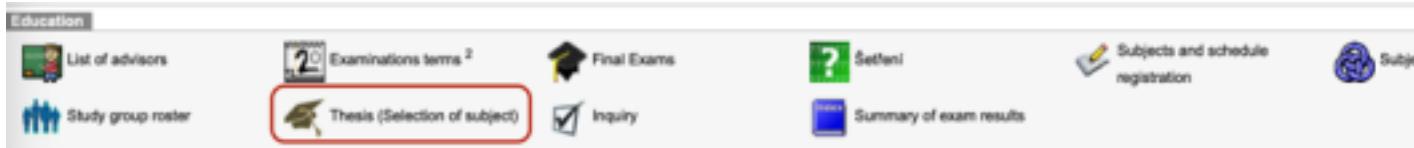


Instructions for submitting work in SIS

1. Select the **Thesis** module:



2. Search for your thesis in the filter:

The image shows a detailed search filter interface for theses. It includes fields for Faculty (Faculty of Humanities), Department, Thesis discipline (with a dropdown menu for Anthropological studies), Thesis supervisor, Study programme of the thesis, Search (with checkboxes for 'in topic and title' and 'in other text fields'), Course, Year of announcement, Year of defence, Thesis type, Theses (radio buttons for 'all', 'in progress', 'defended', 'not assigned', 'not finished', and 'my theses' which is highlighted with a red box), My branch of study, and Display (results per page). At the bottom are 'Search' and 'Clear filter' buttons.

3. View detail:

The image shows a table with three columns: 'Thesis title', 'Year of announcement', and 'Year of defence'. The 'Thesis title' row contains the text 'Formation and development of transnational settlement patterns' and an 'Edit' icon (a blue file folder with a white edit symbol) which is highlighted with a red circle. The 'Year of announcement' and 'Year of defence' rows both contain the text '2023/2024'.

Thesis title	Year of announcement	Year of defence
Formation and development of transnational settlement patterns	2023/2024	
Download		

4. Click on the **Edit** tab in the left upper corner of the window:

59:38 List of theses

Details Edit Requests

Development environment - Development environment - Development environment

i Data in this database are refreshed every day with the data from the production environment.

Edit work

* Thesis title in Czech:

Výzkum a rozvoj trampolí nezávislého Proudu

5. Choose type of file to upload from the list in the lower part of the screen:

Note: Do not be confused by the term *defended*. It indicates files of the thesis that will be defended later.

Add file:

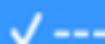


Notice:

1. First assure yourself that the basic information on your work in the header is correct.
2. Then check and/or modify the data in the section "Edit work" above.
3. Not before that start to append the appropriate files, namely the very important English abstracts means that the PDF/A validation check is not performed.
4. Ascertain yourself that the files you have saved are correct by re-downloading them.

- *The text of the thesis can be submitted only in PDF/A format (version 1.2 or higher). Other formats such as Microsoft Word, Microsoft PowerPoint, WAV, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be used in special cases.*
- *In special cases, other than approved formats (mentioned above) can be accepted.*
- *The size of accepted files is individually limited by about 850MB. In case of large files, it is recommended to upload them in smaller parts.*
- *If you have problems submitting your work, please contact [HelpDesk](#). In case of problems with the submission, please contact [HelpDesk](#).*

Choose type of uploaded file:



Text of the thesis (defended)

Attachment to the thesis (defended)

Abstract in Czech

Abstract in English

Annotation - release solver

Annotation in English - release solver

Work submission:

- **By pressing the button "Upload file" you will upload the thesis to the faculty.**
- **Meanwhile, I am able to upload the thesis to the faculty and the paper version of the thesis to the library.**
- **Simultaneously, I am able to upload the thesis to the faculty and the paper version of the thesis to the library.**

6. Open the dialogue window for uploading by clicking on the search icon:

1. First assure yourself that the basic information on your work in the headings is correct.
2. Then check and/or modify the data in the section "Edit work" above.
3. Not before that start to append the appropriate files, namely the very text of the work, the English abstracts means that the PDF/A validation check is not performed for these files.
4. Ascertain yourself that the files you have saved are correct by re-downloading and inspecting them.

- **The text of the thesis can be submitted only in PDF/A format (version 1a or 2u). It is recommended to use Microsoft Word 2007 or later. Other formats such as Microsoft Word 97-2003, WAW, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be used. For more information, see the section "Edit work" above.**
- **In special cases, other than approved formats (mentioned above) can be submitted as part of the thesis.**
- **The size of accepted files is individually limited by about 850MB. In case your work and/or its appendices exceed this limit, please contact the HelpDesk.**
- **If you have problems submitting your work, please contact [HelpDesk](#). In the request, do not forget to attach the file.**

Choose type of uploaded file: **Text of the thesis (defended)** 

File: -   

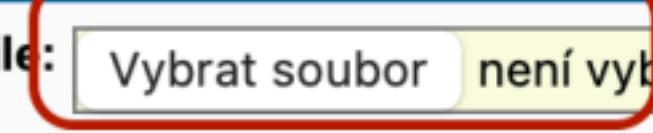
Save

Work submission:

- **By pressing the button "Submit" I confirm that the submitted electronic form of the thesis is correct.**

7. Select and upload the file:

Upload file: File

File:  **Vybrat soubor** **není vybrán žádný soubor**

Save

Upload file: File

File: Vybrat soubor #30282_priklad.pdf

 Save



8. Save the selected file:

- *If you have problems submitting your work, please contact [HelpDesk](#). In the*

Choose type of uploaded file:

Text of the thesis (defended)

File: Test.pdf  

 Save



Work submission:

9. After uploading the files, you must wait for the PDF/A check to finish (maximum of 30 minutes).

Note: The status check in the adjacent column (state of the plagiarism check) does not affect the submission of thesis.

d on

PDF/A check

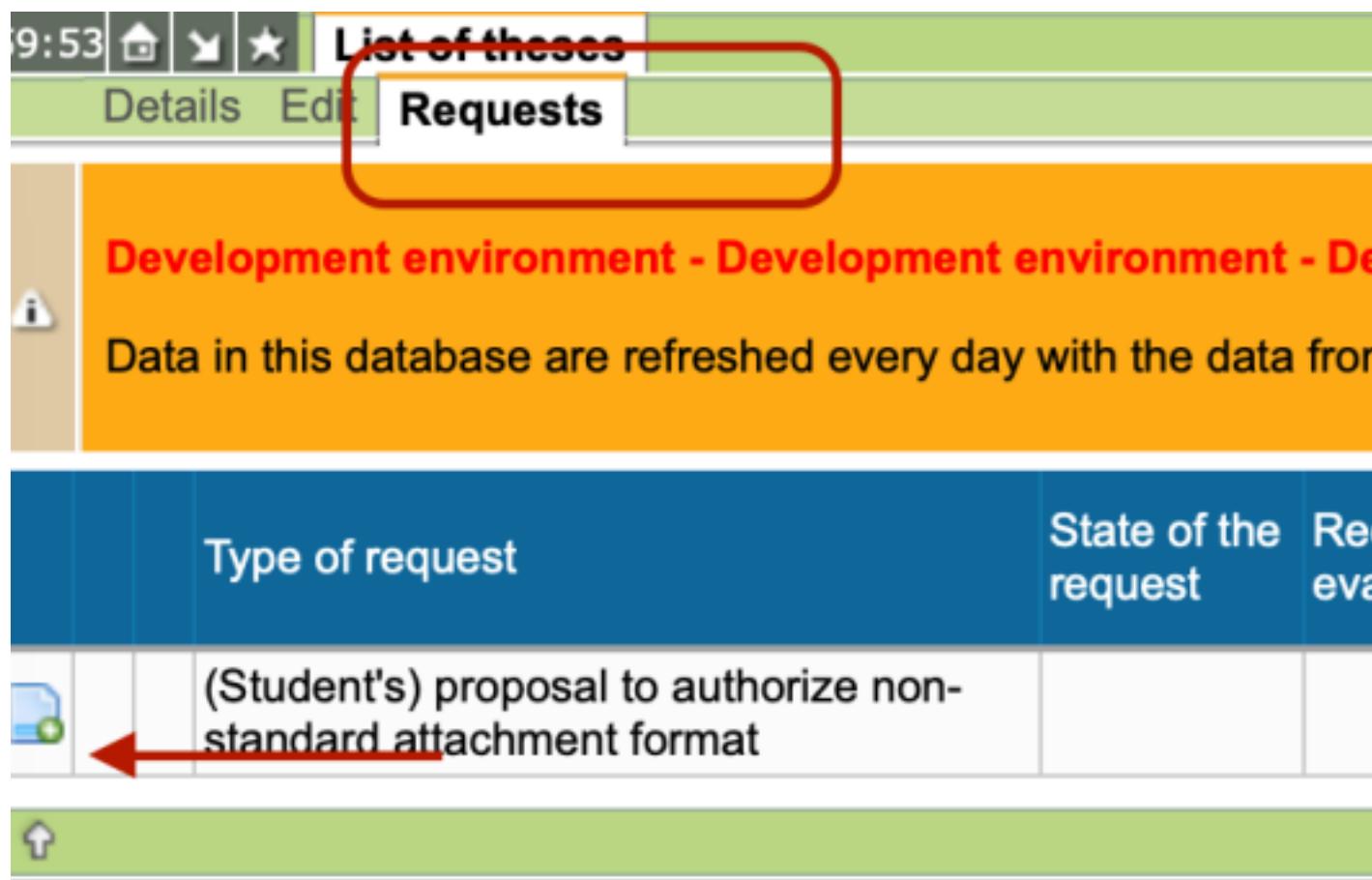
24

created request to similarity
check

10. Annex(es) with text or image od data should be in PDF/A format (version 1a or 2u). In other cases JPEG, WAV, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be used.

Note: If the file with the annex is not in a supported format, convert it to one of the supported formats or fill out a request for (Student's) proposal to authorize non-standard attachment format (see the Requests tab in top menu). Unsupported format types are, for example, DOCX, XLSX, M4A.

If it is necessary to attach more than one file of annexes to a thesis, please, create a package in a ZIP format (others like RAR, 7z etc. are not supported).



9:53 List of theses

Details Edit Requests

Development environment - Development environment - De

i Data in this database are refreshed every day with the data from

Type of request	State of the request	Re
(Student's) proposal to authorize non-standard attachment format		eva

11. If all matters relating to the work are correct, submit it by clicking on **Submit**:

Please note that, after clicking the **Submit** button, it will no longer be possible to change the file with the thesis text, its annexes, or the abstract. After submitting the work, it is possible to insert only the correction file type – Errata.

Work submission:

- By pressing the button “Submit” I confirm that the work is original and has not been submitted to the faculty.
- Meanwhile, I am aware that the correctness and the originality of the work submitted electronically and the paper version may be considered as one and the same.
- Simultaneously, I am aware, that pursuant to the law, the work submitted electronically is considered as original.

Note:

- After the button “Submit” has been pressed, the work is considered as submitted.
- The works submitted electronically after October 1, 2018, are subject to the provisions of the Act on the Protection of Personal Data.

